
	<b>GAITHERSBURG POLICE DEPARTMENT</b>			
	<b>Appearance and Grooming</b>			
	<b>GENERAL ORDER</b>	<b>200.3</b>		<b>Related CALEA Standards:</b>  <b>26.1.1, 41.3.4</b>
	<b>Effective Date</b>	<b>10/07/2013</b>		
<b>Authorized by:</b> <b>Mark P. Sroka</b> CHIEF OF POLICE		<b>SIGNATURE</b>	<b>DATE</b>	

## I. PURPOSE

Appearance and grooming standards are established for the purpose of providing personnel with a benchmark that serves to maintain the Department's professional reputation.

## II. POLICY

Personnel are expected to adhere to professional standards in their personal grooming and in the care of professional attire and equipment. The requirements of certain specialized assignments may dictate an appropriate deviation from standards pertaining to grooming and attire. Supervisors are expected to ensure that personnel under their supervision comply with standards that are consistent with their assignments.

## III. DEFINITIONS

### A. Business Casual

Within the context of this directive, the term "business casual" refers to clothing that displays a professional appearance, but is more relaxed and comfortable than a suit and tie. Minimum acceptable examples of business casual attire would be:

For men - a collared shirt (polo type acceptable), creased dress slacks (khaki/dockers type acceptable), belt, socks and footwear that resembles dress shoes (no sneakers, sandals, etc.).

For women - a collared shirt or blouse, creased dress slacks (khaki/dockers type acceptable) or a conservative length skirt, and footwear that resembles dress shoes (no sneakers, sandals, etc.).

### B. Personnel

Within the context of this directive, the term "personnel" refers to all employees of the Gaithersburg Police Department, unless a more direct distinction is made.

#### **IV. PROCEDURE**

##### **A. Uniforms and other Clothing**

1. Personnel shall be appropriately attired when on duty, representing the Department at conferences and training, and at any time they are immediately recognizable as Department employees.
  - a) Appropriate attire is dictated by the nature of the assignment and is generally outlined in General Order 203.1.
  - b) Appropriate attire for court appearances is outlined in General Order 623.1.
  - c) Appropriate off duty attire while operating a PPV is outlined in General Order 606.3.
  - d) Appropriate attire for training will be the uniform of the day or business casual, unless otherwise stated in the training information or by supervisory direction.
2. Clothing shall be clean and present a pressed appearance before each tour of duty. The Department provides for the cleaning and pressing of uniforms and other issued clothing, and business attire for investigators, through a contracted dry cleaning service.
  - a) Personnel are authorized to use the cleaning service as follows:
    - 1) Sworn personnel - two uniforms per week, on average (two shirts and two trousers).
    - 2) Investigators - two clothing combinations per week, on average (two collared shirts and two pair of dress trousers or equivalent).
    - 3) Civilian personnel - Department issued clothing that composes two uniforms per week, on average.
  - b) The cleaning of suits, sport jackets, ties and other such attire is not covered by the service.
  - c) When reasonably necessary, due to weather conditions or the circumstances of an event, cleaning of an additional uniform may be allowed with supervisory approval.

- d) Employees will be held responsible for the cost of additional cleaning services and use beyond the allowances described in this directive.
- 3. Any tailoring or alterations of issued clothing must be approved by the quartermaster.
- 4. Shoes will be free of visible dirt and shined. Foul weather footwear will be conservative in appearance.
- 5. Items of clothing and equipment to be worn or used in furtherance of the Department mission must be, at the minimum, of the same quality and specifications as those issued by the Department.

**B. Grooming**

- 1. Grooming standards for non-uniformed employees will be the same as those for uniformed personnel. Police personnel assigned to covert operations and certain specialized assignments will be exempt from the grooming and attire standards required of other police members, when approved by the Chief of Police.
- 2. When worn, cosmetics will be in good taste and natural looking.
- 3. Employees will keep their fingernails clean and trimmed. Female employees may wear a conservative polish or coating on their fingernails.
- 4. Hair will be neat, clean and present a well groomed appearance.
  - a) For all personnel:
    - 1) The length, bulk or appearance of hair will not be excessive, ragged, unkempt or extreme. If hair coloring is used, it will be consistent with natural hair colors. Bizarre or extreme hairstyles or colors are prohibited.
    - 2) Wigs or hairpieces may be worn provided that they would conform to the standards set for natural hair.
    - 3) For sworn personnel, hair in front will be groomed so that it does not fall below the band of properly worn uniform headgear.
  - b) For male police personnel:
    - 1) Hair will present a tapered appearance and when

combed it will not fall over the ears or eyebrows or extend below the top edge of the shirt collar, except for the closely cut hair at the back of the neck.

- 2) Sideburns will be neatly trimmed and tapered. The base will not be flared and will be a clean shaven horizontal line. Sideburns will not extend below the lowest part of the earlobe.
- 3) The face will be clean shaven, except that mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed and tidy. No portion of the mustache will cover the upper lip line nor extend beyond the crease of the upper and lower lips. Handlebar mustaches, beards and goatees are not permitted.

c) For female police personnel:

- 1) The hair may be worn slightly over the ears, but in no case will the bulk or length of the hair interfere with the proper wearing of authorized headgear.
- 2) Ponytails or plaited hair is unacceptable.
- 3) No ribbons or ornaments shall be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes.
- 4) A bun will be permitted on top or back of the head, in a neat and conservative manner, provided it does not interfere with the wearing of uniform headgear.

## C. **Tattoos**

1. Tattoos shall be concealed from view by authorized uniform items or approved clothing while on duty.
  - a) At the discretion of the Chief of Police, an existing tattoo may be granted an exception.
  - b) Approved long sleeve uniform shirts or other authorized clothing may be required to conceal tattoos that do not conform to Department standards.
2. Any display of inappropriate tattoos shall not be permitted. Inappropriate tattoos may include, but are not limited to:

- a) Depictions or representations that can reasonably be construed as bringing disrepute upon the member, the Department or the law enforcement profession;
- b) Obscenities, sexually suggestive language or images, derogatory language or depictions directed toward persons or groups on the basis of race, color, national origin, ancestry, religion or creed, age, sex or disability;
- c) Images, symbols or language that indicates affiliation with gangs, subversive organizations or extremist groups.

**D. Jewelry and Sunglasses**

- 1. The Chief of Police may prohibit the wearing of bracelets, excluding medical alert identification, and other jewelry should it detract from the professional appearance of the employee or constitute a safety hazard.
  - a) Unless otherwise specifically permitted by the Chief of Police, the wearing of ornaments or piercings is not authorized while on duty unless concealed by uniform clothing.
  - b) Male members of the Department are not permitted to wear earrings while on duty, except when authorized as part of an undercover assignment.
  - c) Female personnel are permitted to wear a pair of plain, post type earrings while in uniform.
- 2. If a necklace is worn, it must be worn under the shirt where it is not visible.
- 3. Sunglasses may be worn. Gaudy or colorful frames and mirrored lenses are prohibited.

**E. Recognition of the National Ensign**

- 1. For the duration of the pledge of allegiance, the playing of the national anthem, or during parades and ceremonies while the American Flag passes, uniformed officers will stand at attention and:
  - a) Render a hand salute if wearing Departmental headgear; or

- b) Place their right hand over their badge if not wearing Departmental headgear.
- 2. Under the aforementioned circumstances, personnel not in uniform will stand at attention and place their right hand over their heart.